

OVERVIEW

Congress conceived the national data collection that is now known as the ACF-801 during welfare reform deliberations in 1996. When Congress created the Child Care and Development Fund (CCDF) in the Personal Responsibility and Work Opportunity Reconciliation Act, it also created the requirement that case-level data on families receiving CCDF services be collected on a monthly basis¹. States and territories were charged with submitting specific information so that Congress would have some empirical basis for assessing the new program. Although “ACF-801” is actually only a number that the Office of Management and Budget assigned to the data collection form that the Administration on Children and Families designed to meet the statutory reporting requirements, today the term is used to describe the entire reporting system for case-level CCDF data.

The ACF-801 case-level data is collected monthly and reported either monthly or quarterly. Quarterly data is reported 60 days after the end of each quarter and monthly data is due 90 days after the reported month. All lead agencies in the states, the District of Columbia, and territories (including Puerto Rico, American Samoa, Guam, Northern Mariana Islands, and the US Virgin Islands) are responsible for collecting and reporting ACF-801 data.

The collection of case-level data has occurred since April 1998 with the first case-level report (ACF-801) submitted by August 31, 1998. States and territories submit their records electronically, monthly or quarterly, to the Child Care Bureau via CONNECT:Direct.

The Child Care Bureau Information System allows states to submit either a full population or a small (approximately 200 families) monthly sample of subsidized child care recipients each quarter (Form ACF-801) and population values for all families and children in care annually (ACF-800) for federal reporting purposes.

States are encouraged to develop quality child care reporting systems that provide sufficient flexibility to produce both required reports to Congress and a variety of analyses needed to continually improve child care policy and practice at local, statewide and national levels.

Data from the reports will be reported to Congress every two years. Additionally, the data will be used in a variety of tables and charts to assist in addressing national child care needs, performance measures, and in providing technical assistance to improve the quality of child care for low-income families. Data will be aggregated into tables and made available to the public through the [Child Care Bureau](#)'s Internet web site ([ACYF-PI-CC-01-02](#)).

Data from the data reports sent by the states will be used for research to provide a summary and analysis of the status of child care in the United States, which the Secretary of the Department of Health and Human Services is required to report biennially to Congress² under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA)³. The findings

¹ The data collection is required by Sec. 658K of the Child Care Development Block Grant Act (CCDBG) as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. The Balanced Budget Act of 1997 modified this report collection.

² 42 USC 9858j.

³ Public Law 104-193.

will be used in the aggregate solely for research purposes, in accordance with the Privacy Act of 1974⁴

The ACF-801 is a collaborative effort, between the States and Territories and the Federal Government, that tells the story of Child Care. This data collection is required by Sec. 658K of the Child Care Development Block Grant Act (CCDBG). Program information that is collected and reported at the case-level, is processed and compiled by a National Child Care Information System where it is aggregated into a variety of reports that can be immediately accessed on local, statewide and national levels. This information becomes the National Child Care Database and tells the experiences of low-income families receiving Child Care subsidies.

⁴ “For implementing the verification requirements mandated by Title IV of PRWORA, only the citizenship and immigration status of the child, who is the primary beneficiary of the child care benefit is relevant for eligibility purposes.”

NEW REQUIREMENTS

This technical document provides guidance for ACF-801 reporting. Tables detailing definitions of each data element, data standards and guidance specific to each element are included to help States and Territories meet Federal reporting requirements. Prior technical bulletins and technical documents have been incorporated into this document, including the social security number guidance and the new ACF-801 PI and standards for the additional data element collection. (Also see [Changes in ACF-801 Reporting](#) in PowerPoint or as a text version below).

As of report period January 2002, a new data element will be included in ACF-801 data files. (Refer to [ACYF-PI-CC-01-02](#): Revised ACF-801 Case-Level Reporting Form and Definitions). This new element is Element #16 (Number in Eligible Family). This element is needed to compute poverty levels of subsidized families and to compute High Performance Bonuses.

The ACF-801 file for report period January 2002 will be the first ACF-801 file requiring the new data element. The new element will be two digits placed at the end of the family record. The value must be greater than or equal to the number of children receiving services plus the head of the household. For most families, the smallest acceptable value is 2, the child and the caretaker. The only exception is when the child is considered the head of the household, or when Element #5 (Single Parent) = 9 (not applicable: child is reported as head of household). For additional guidance, [Technical Bulletin 3 \(Revised\)](#) has been modified to include Data Element #16, and [Technical Bulletin 4 \(Revised\)](#) has been modified to include new formatting requirements based on the additional data element.

The other recent clarification for ACF-801 data states that eligibility may not be denied because a parent chooses not to provide an SSN (Reference [ACYF-PI-CC-00-04](#): Use of SSNs under CCDF and the Privacy Act of 1974 issued October 27, 2000). Therefore, Element #3 (Head of Household SSN) is not required. However, Element #2 (Unique State Identifier) must be

included if Element #3 is not provided, and Element #2 must uniquely identify the family over time.

This requirement change for SSNs has changed some other data standards as well. There is no longer a consistency standard between Element #5 (Single Parent), Element #17 (Child SSN) and Element #3 (Head of Household SSN). The other consistency standard stating that if Element #5 (Single Parent) = 9, then Element #6 (Reason for Receiving Subsidy) must equal 4 (Protective Services) still applies. Element #17 (Child SSN) no longer has a consistency standard since social security numbers are not required.

ACF-801 DATA ELEMENT DICTIONARY

The table below lists the data categories and specific data elements found in the ACF-801 report. The table is followed by a detailed definition of each data element, including data standards and guidance specific to that element.

1. Data Elements in the ACF-801 Report

ACF-801 Elements		
Summary Record	Category	Data Element
Delimiter	Family Information	Element 1 Sample month/year of report period
Report period		Element 2 Unique state identifier/unique identification case number
Families receiving subsidized child care		Element 3 Family Social security number
Number of children in Pre-K child care		Element 4 FIPS code
Delimiter		Element 5 Single parent
State contact name		Element 6 Reason for receiving subsidized child care
Delimiter		Element 7 Total monthly child care co-payment by family
State contact telephone number		Element 8 Month/year child care assistance to family started
Delimiter		Element 9 Total monthly income for determining eligibility
State contact fax number		Element 10 Employment income, including self-employment
Delimiter		Element 11 Cash or other monetary assistance under Title IV of the Social Security Act
State contact email address		Element 12 State program for which state pending is counted towards TANF MOE

Record delimiter		Element 13 Housing voucher or cash assistance
		Element 14 Assistance under the Food Stamps Act of 1977
		Element 15 Other Federal cash income
		Element 16 Family Size
Delimiter	Child Information	Element 17 Child social security number
		Element 18 Hispanic or Latino (Ethnicity)
		Element 19 American Indian or Alaskan Native (race)
		Element 20 Asian (race)
		Element 21 Black or African American (race)
		Element 22 Native Hawaiian or other Pacific Islander
		Element 23 White (race)
		Element 24 Child gender
		Element 25 Month/year of birth
	Setting Information	Element 26 Type of child care
		Element 27 Total expected dollar amount per month to be received by the provider
		Element 28 Total hours of child care during the month

2. ACF-801 Summary Record

The Summary Record of an ACF-801 file includes the report period, contact information, the number of families receiving subsidized child care for that state, and the number of children receiving subsidized Pre-K child care for the state.

The Monthly Summary Record:

Each month's data file begins with a record, called a Summary Record. An example of a Summary Record follows:

M20000400723840004629#Jane Smith#(703) 555-1234 ext 654#(703) 555-9876#jsmith@dhr.anystate.us\$

A Monthly Summary Record contains the following data:

REPORT PERIOD		
Definition: element identifies the month being reported. The month and year being reported. The report should include information about the families and children who actually received child care services during the reporting month, irrespective of when payment is made for those services.		
Data Standards		
<u>Missing</u> Always required	<u>Out of Range</u> Format YYYYMM: 1998 <= YYYY <= current year 01 <= MM <= 12 (for 1998, 04 <= MM <= 12)	<u>Internal Inconsistency</u> This Element must be: <ul style="list-style-type: none"> - later than or equal to the date entered in Element 8 (Month/Year Child Care Assistance Started) - later than or equal to the date entered in Element 25 (Month/Year of Birth).
Field Size: 6 Format (YYYYMM): Number		
Guidance: The four-digit year is listed first and the two-digit number representing the month follows. For example, if the report covers April 2000, this element would be "200004"		

NUMBER OF FAMILIES RECEIVING SUBSIDIZED CHILD CARE		
Definition: The number of families receiving subsidized child care in the state for the reporting month.		
Data Standards:		
<u>Missing</u> Required	<u>Out of Range</u> Accepts all numbers	<u>Internal Inconsistency</u> None
Field Size: 7 Format (NNNNNNN): Number		
Guidance: The number should be right-justified within the field and padded with zeroes. For example, 25,387 would be formatted as "0025387"		

NUMBER OF CHILDREN IN PRE-K CHILD CARE		
Definition: The number of children (or estimated number if actual count is unavailable) receiving subsidized pre-K child care services in the state for the report month		
Data Standards:		
<u>Missing</u> Required	<u>Out of Range</u> Accepts all numbers	<u>Internal Inconsistency</u> None
Field Size: 7		
Format (NNNNNNN): Number		
Guidance: The number should be right justified within the field. For example, 5,247 would be formatted as “0005247”.		

STATE CONTACT NAME		
Definition: The name of the state child care contact who is designated to receive the data reports via email		
Data Standards:		
<u>Missing</u> Required	<u>Out of Range</u> Text	<u>Internal Inconsistency</u> None
Field Size: No limit		
Format: Character		
Guidance:		

STATE CONTACT TELEPHONE NUMBER		
Definition: The telephone number of the state child care contact		
Data Standards:		
<u>Missing</u> Required	<u>Out of Range</u> Text	<u>Internal Inconsistency</u> None
Field Size: No limit		
Format: Character		
Guidance: Include the area code.		

STATE CONTACT FAX NUMBER		
Definition: The fax number of the state child care contact		
Data Standards:		
<u>Missing</u>	<u>Out of Range</u>	<u>Internal Inconsistency</u>
Required	Text	None
Field Size: No limit		
Format: Character		
Guidance: Include area code.		

STATE CONTACT EMAIL ADDRESS		
Definition: The email address of the state child care contact		
Data Standards:		
<u>Missing</u>	<u>Out of Range</u>	<u>Internal Inconsistency</u>
Required	Text	None
Field Size: No limit		
Format: Character		
Guidance:		

3. Data Element Dictionary

A record in the ACF-801 data file has three sections: the family information, the child information, and the setting information. Each family record has at least 60 characters, depending on how many children are in the family and how many child care settings each child has. An example of a family record with one child in one setting follows:

F200004XXXXXXXXXXXXXXXXX112218729340041300451996040150010011002C22167283
90010001199405S03045060\$

For an explanation of the record sections, go to the **File Format** section. On page 25 Also see [Child Care and Development Fund ACF-801 Case-Level Reporting Form Definitions](#)

Data elements for the ACF-801 are fixed numbers of characters.

3.1 Categorization of Data Elements

A record has three sections: the family information, the child information, and the setting information for each child.

- Data elements 1 and 2 include the reporting period and the unique state identifier.
- The family information includes data elements 3-16.
- The child information includes data elements 17-25.
- The setting elements include data elements 26-28.

Family Information: Head of Family Receiving Assistance

The group of elements (items 3-16) refers to the head of the family receiving child care assistance that is being reported on the ACF-801 form.

The definition of “Head of Family Receiving Assistance” is the person for whom eligibility is determined. If the head of the family is the child receiving assistance (e.g., some protective services cases), then all elements refer to the child.

Child Information: Dependent Children Receiving Child Care Assistance

(For *Each* Child Receiving Care): The group of elements, (items 17 through 25), refer to dependent children in the family receiving child care assistance and indicate the demographic characteristics of children receiving care.

States and Territories are required to request information about ethnicity and race. However, if a parent refuses to report ethnicity and/or race for their child, the field should be left blank.

Setting Information: Child Care Provided for Each Child Receiving Child Care Assistance

The group of elements, (items 26-28), applies to the child care provided to each child receiving child care assistance. Include all providers receiving subsidies for each child in the family receiving care. Setting information includes provider types, total monthly amount paid to providers, and total hours of care provided in the month.

Type of Child Care:

Provider types are divided into two broad categories: "licensed/regulated" and "legally operating without regulation." For reporting purposes, a legally operating, unregulated provider is a provider that, if not participating in the CCDF program, would not be subject to any State or local child care regulations. The "licensed/regulated" and "legally operating without regulation" categories each include four types of providers (each State's definition of these terms apply): in-home, family home, group home, and centers. A relative provider is defined as being at least 18 years of age and the grandparent, great-grandparent, aunt or uncle, or sibling (living outside of the child's home) of the child in care.

Total Monthly Amount Paid to the Provider:

For each child receiving care, indicate the total monthly dollar amount (rounded to the nearest dollar) paid or to be paid to the provider for the care of the child. The total monthly amount should include Federal, State, and locally funded amounts as well as the amount the parent is

responsible for contributing as the assigned co-pay. (This should not include any other amount the provider may charge the parent in addition to the co-pay determined by the Lead Agency or its designee.)

Total Hours of Care Provided in the Month: Indicate the total number of hours of care provided for the reporting period (rounded to the nearest whole number).

Data Element Standards

Element #1 SAMPLE MONTH/YEAR OF REPORTING PERIOD		
Definition: The month and year being reported. The report should include information about the families and children who actually received child care services during the reporting month, irrespective of when payment is made for those services.		
Data Standards:		
<u>Missing</u> Always Required	<u>Out of Range</u> Format YYYYMM: 1998 <= YYYY <= current year 01 <= MM <= 12 (for 1998 04 <= MM <= 12)	<u>Internal Inconsistency</u> This Element must be: <ul style="list-style-type: none"> - later than or equal to the date entered in Element 8 (Month/Year Child Care Assistance Started) - later than or equal to the date entered in Element 25 (Month/Year of Birth).
Field Size: 6 Format (YYYYMM): Numbers		
Guidance: The four-digit year is listed first followed by the two-digit number representing the month. For example, if the report covers April 2000, this element would be “200004”		

Element #2 UNIQUE STATE IDENTIFIER/UNIQUE IDENTIFICATION CASE NUMBER		
Definition: A unique identifying number, up to fifteen characters, assigned by the State to the family receiving childcare assistance. States may use alphanumeric characters. While the use of unique State Identifiers is optional, the Statute governing the Child Care and Development Fund requires that States submit unduplicated information about families and children being served. Since the Social Security Number may not be required of families as a condition of eligibility, it is recommended that States use unique State Identifiers to ensure that cases can be unduplicated for reporting purposes.		
Data Standards:		
<u>Missing</u>	<u>Out of Range</u>	<u>Internal Inconsistency</u>
<i>Before October 2000:</i> Not required. <i>October 2000 and after:</i> Required if Element 3 (Family SSN) is not reported	All characters allowed.	<i>Before October 2000:</i> No internal consistency standard. <i>October 2000 and after:</i> If Element 3 (Family SSN) is not reported, then this Element must be reported and must uniquely identify the family over time (i.e., each monthly submission).
Field Size: 15 Format: Enter the unique identifying number, up to fifteen characters, assigned by the state to the family receiving child care assistance.		
Guidance: If identifier is less than fifteen digits, use leading zeros. For example, 19056 should be coded as 0000000000019056.		

Element #3 SOCIAL SECURITY NUMBER		
Definition: The only unique identifier that remains constant, regardless of residence. The Social Security Number of the head of the family.		
Data Standards:		
<u>Missing</u>	<u>Out of Range</u>	<u>Internal Inconsistency</u>
<i>Before October 2000:</i> Required.	All valid SSN's allowed. - If child SSN, then all characters allowed.	<i>Before October 2000:</i> If the answer to Element 5 (Single Parent) = 9, then Element 3 (Head of Household SSN) must equal Element 16 (Child SSN).
<i>October 2000 and after:</i> Optional	Current rules on Invalid SSNs: No 000-xx-xxxx, xxx-00-xxxx, xxx-xx-0000 SSNs	<i>October 2000 and after:</i> No internal consistency standard
Field Size: 9 Format (NNNNNNNNN): Alphanumeric		
Guidance: States are reminded that CCDF eligibility may not be denied because a parent chooses not to provide their Social Security Number. (See ACYF-PI-CC-00-04 issued October 27, 2000). The Bureau requires that SSN's of children in protective service cases be reported in place of the head of the family (element #3), if a SSN is provided. If no SSN is provided, the unique identifier identifies the child, not the head of the family. This requirement ensures that the system will not generate missing data error messages and allows the system to match for longitudinal research studies.		

Element #4 FIPS CODE		
Definition: FIPS Code –(Federal Information Processing Standards): The FIPS Code geographic identifier issued by the National Bureau of Standards to designate where the head of the family receiving assistance is residing. This includes a two digit State code and three digit county code. A list of all FIPS codes can be found at http://www.epa.gov/enviro/html/codes/state.html or by contacting the Child Care Automation Resource Center (1-877-249-9117).		
Data Standards:		
<u>Missing</u>	<u>Out of Range</u>	<u>Internal Inconsistency</u>
Always required	All valid 5 digit FIPS Codes allowed.	None
Field Size: 5 Format: (NNNNN) two-digit state and three-digit county code (State: __ County: __ __)		
Guidance: If the address of the head of the family is unknown, leave the county FIPS code blank.		

Element #5
SINGLE PARENT

Definition: A single parent/adult who is legally/financially responsible for and living with a child where there is no other adult legally/financially responsible for the child in that eligible family. If there is someone else in the household, who does not have legal/financial responsibility for the child, then the legally/financially responsible applicant is still considered a single parent. A one digit code indicates if the head of the family receiving assistance is single or not.

Data Standards:

<u>Missing</u>	<u>Out of Range</u>	
Always required	0 - 1, 9: 0 = No; 1 = Yes 9 = Not applicable; child is reported as head of household	<p><i>Before October 2000:</i> If this Element is coded 9, then the following internal consistencies must hold:</p> <ul style="list-style-type: none"> - Element 3 (Head of Household SSN) must equal Element 16 (Child SSN) - Element #6 (Reason for Receiving Care) is equal to 4 (protective services). <p><i>October 2000 and after:</i> If this Element is coded 9, then the following internal consistency must hold: Element 6 (Reason for Receiving Care) is equal to 4 (protective services).</p> <p><i>October 2006 and after:</i> If this Element is coded 9, then the following internal consistency must hold: Element 6 (Reason for Receiving Care) is equal to 4 (protective services) or 9 (protective services during a national emergency).</p>

Field Size: 1

Format: Single Parent? 0 = No, 1 = Yes, 9 = Not applicable; child is reported as head of household. (If "9" is entered, enter the Child's Social Security Number in Item 3).

Guidance: Enter the one digit code indicating if the head of the family receiving assistance is single or not.

Element #6 REASON FOR RECEIVING SUBSIDIZED CHILD CARE		
Definition: The one-digit code indicating the reason for receiving subsidized child care.		
Data Standards:		
<u>Missing</u> Always Required	<u>Out of Range</u> <i>Before October 2006:</i> 1-5: 1 = Employment, including on-the-job training; 2 = Training/Education; 3 = Both Employment and Training/Education; 4 = Protective Services; 5 = Other; <i>October 2006 and after:</i> 0-9: 1 = Employment, including on-the-job training; 2 = Training/Education; 3 = Both Employment and Training/Education; 4 = Protective Services; 5 = Other; 6 = Federal Declared Emergency and Employment, including on-the-job training; 7 = Federal Declared Emergency and Training/Education; 8 = Federal Declared Emergency and Both Employment and Training/Education; 9 = Federal Declared Emergency and Protective Services; 0 = Federal Declared Emergency and Other.	<u>Internal Inconsistency</u> None
Field Size: 1 Format (N): Number		

Guidance: Enter the one digit code indicating the reason for receiving subsidized child care. If more than one category applies, chose the primary reason. However, if the primary reason for care is "Other", then the second reason for care should be given. "Other" should not be used as an option unless none of the other options apply and should not be used to report missing data.

Element #7		
TOTAL MONTHLY CHILD CARE CO-PAYMENT BY FAMILY		
Definition: The monthly dollar amount the family receiving assistance must pay for child care services for the month being reported (the co-payment assigned by the Lead Agency or its designee).		
Data Standards:		
<u>Missing</u> Required if Element #6 is 1, 2, 3, 5, 6, 7, 8, or 0.	<u>Out of Range</u> 0 - 1000	<u>Internal Inconsistency</u> This field must be: <ul style="list-style-type: none"> - less than the sum of Element #27 (Total Expected Dollar Amount per Month to be Received by the Provider) for all the children in the family - less than or equal to Element #9 (Total Monthly Income)
Field Size: 4 Format (NNNN): Number		
Guidance: Enter the total monthly dollar amount (to the nearest dollar) that the family receiving assistance must pay for child care services for the month being reported, using leading zeros as necessary. If co-pay is assigned by the state on a per-child basis, this element must be the sum of all the co-payments.		

Element #8		
MONTH/YEAR CHILD CARE ASSISTANCE TO FAMILY STARTED		
Definition: The numbers for the month and year child care assistance started for the family receiving assistance.		
Data Standards:		
<u>Missing</u> Always required	<u>Out of Range</u> Format YYYYMM: 1970 <= YYYY <= current year 01 <= MM <= 12	<u>Internal Inconsistency</u> This field must be earlier than or equal to the date entered in the Element #1 (Sample Month/Year of Report Period).
Field Size: 6 Format (YYYYMM): Numbers		

Guidance: If there was a short interruption of up to three months in child care assistance (for reasons such as a vacation or illness) enter the original month/year the assistance started, rather than when the assistance resumed.

Element #9 TOTAL MONTHLY INCOME FOR DETERMINING ELIGIBILITY		
Definition: The total monthly dollar amount received by the family seeking assistance, prior to any deductions that may be allowed for determining eligibility and/or co-payments. This includes cash assistance received under TANF or other program but not income disregarded in TANF eligibility determinations. The amount should be rounded to the nearest dollar.		
Data Standards:		
<u>Missing</u> Required if Element #6 is 1, 2, 3, 5, 6, 7, 8, or 0.	<u>Out of Range</u> 0 - to maximum allowed in state.	<u>Internal Inconsistency</u> This field must be greater than or equal to the amount entered in Element #7 (Total Monthly Child Care Co-payment for the Family).
Field Size: 5 Format (NNNNN): Number		
Guidance: The dollar amount is rounded to the nearest dollar using leading zeros as necessary. If, on a case-by-case basis, income is not used to determine eligibility for protective service, this does not have to be reported.		

Element #10 EMPLOYMENT INCOME, INCLUDING SELF – EMPLOYMENT (YES/NO)		
Definition: The one digit code indicating whether the family earned money via employment during the month being reported		
Data Standards:		
<u>Missing</u> Required if Element #6 is 1, 2, 3, 5, 6, 7, 8, or 0.	<u>Out of Range</u> 0-1: 0 = No 1 = Yes	<u>Internal Inconsistency</u> None
Field Size: 1 Format (NNNNN): Number		
Guidance: If, on a case-by-case basis, income is not used to determine eligibility for protective service, this does not have to be reported.		

Element #11 CASH OR OTHER MONETARY ASSISTANCE UNDER TITLE IV OF THE SOCIAL SECURITY ACT (TANF)		
Definition: Cash or other monetary assistance under Title IV of the Social Security Act (TANF) received by the family getting assistance for the month being reported.		
Data Standards:		
<u>Missing</u> Required if Element #6 is 1, 2, 3, 5, 6, 7, 8, or 0.	<u>Out of Range</u> 0-1: 0 = No 1 = Yes	<u>Internal Inconsistency</u> None
Field Size: 1 Format: Number		
Guidance: If, on a case-by-case basis, income is not used to determine eligibility for protective service, this does not have to be reported.		

Element #12 STATE PROGRAM FOR WHICH STATE SPENDING IS COUNTED TOWARDS TANF MOE		
Definition: State-funded initiatives which provide temporary assistance to needy families.		
Data Standards:		
<u>Missing</u> Required if Element #6 Required if Element #6 is 1, 2, 3, 5, 6, 7, 8, or 0.	<u>Out of Range</u> 0-1: 0 = No 1 = Yes	<u>Internal Inconsistency</u> None
Field Size: 1 Format: Number		
Guidance: Enter the one digit code indicating whether the family receives state spending money counted towards TANF MOE. States will need to consult with their TANF program to determine which programs are used for TANF MOE in their state, since these programs differ from state to state. If, on a case-by-case basis, income is not used to determine eligibility for protective service, this does not have to be reported.		

Element #13 HOUSING VOUCHER OR CASH ASSISTANCE
Definition: Voucher or cash assistance towards dwelling (housing) for the family receiving assistance for the month being reported.
Data Standards:

<u>Missing</u>	<u>Out of Range</u>	<u>Internal Inconsistency</u>
Required if Element #6 is 1, 2, 3, 5, 6, 7, 8, or 0.	0-1: 0 = No 1 = Yes	None
Field Size: 1 Format: Number		
Guidance: If, on a case-by-case basis, income is not used to determine eligibility for protective service, this does not have to be reported.		

Element #14 ASSISTANCE UNDER THE FOOD STAMPS ACT OF 1977		
Definition: Is the family receiving food stamps?		
Data Standards:		
<u>Missing</u>	<u>Out of Range</u>	<u>Internal Inconsistency</u>
Required if Element #6 is 1, 2, 3, 5, 6, 7, 8, or 0.	0-1: 0 = No 1 = Yes	None
Field Size: 1 Format: Number		
Guidance: If, on a case-by-case basis, income is not used to determine eligibility for protective service, this does not have to be reported.		

Element #15 OTHER FEDERAL CASH INCOME		
Definition: Other monetary sources of income (such as SSI) from the Federal government for the household receiving assistance for the month being reported.		
Data Standards:		
<u>Missing</u>	<u>Out of Range</u>	<u>Internal Inconsistency</u>
Required if Element #6 is 1, 2, 3, 5, 6, 7, 8, or 0.	0-1: 0 = No 1 = Yes	None
Field Size: 1 Format: Number		
Guidance: If, on a case-by-case basis, income is not used to determine eligibility for protective service, this does not have to be reported.		

Element #16 Number in Eligible Family		
Definition: Number of family members upon which eligibility is based.		
Data Standards:		
<u>Missing</u> Always required Required for all case level reporting for the report period January 2002 and after	<u>Out of Range</u> 1-99	<u>Internal Inconsistency</u> If Element #5 (Single Parent) = 9, then this Element must =1; If Element #5 (Single Parent) is not = 9, then this Element must be greater than or equal to the number of children receiving services and the head of household. The smallest acceptable value is 2.
Field Size: 2 Format (NN): Number		
Guidance: Enter the two digit value indicating the number in the eligible family.		

Element #17 CHILD SOCIAL SECURITY NUMBER		
Definition: The only unique identifier of the dependent child receiving child care assistance that remains constant, regardless of residence.		
Data Standards:		
<u>Missing</u> Optional	<u>Out of Range</u> Alphanumeric	<u>Internal Inconsistency</u> <i>Before October 2000:</i> If the answer to Element 5 = 9, then Element 3 (Head of Household SSN) must equal Element 16 (Child SSN). <i>October 2000 and after:</i> No internal consistency standard
Field Size: 9 Format (NNNNNNNNN): Alphanumeric		
Guidance: The social security number uniquely identifies the child and specifies demographic service elements of children receiving care. Enter the nine digit Social Security Number of the child. It is recommended that if there is a unique identifier less than or equal to 9 characters for the child, then include it.		

Element #18 HISPANIC OR LATINO (ETHNICITY)		
Definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic or Latino.”		
Data Standards:		
<u>Missing</u> <i>Effective FY 2000:</i> Required.	<u>Out of Range</u> 0-1: 0 = No 1 = Yes	<u>Internal Inconsistency</u> <i>Before FY 2000:</i> At least one of Elements 17 through 22 must be answered "Yes" (equal to 1). <i>FY 2000 and After:</i> No Internal Inconsistency standard.
Field Size: 1 Format: Number		

Guidance: Enter the one digit code for the ethnicity of each child. Ethnicity must be determined for every child.

OMB has requested a change to the child race definitions to comply with the new Census Bureau definitions of race published in the Federal Register of October 30, 1997. These new definitions are incorporated in the final version of the ACF-801 Form and Instructions.

Leave the field blank as "missing" data for those that refused to report their race. This is the same way "unknown" is reported.

For further information concerning ethnicity, view the [OMB Revision](#) initiated in 1997.

Element #19 AMERICAN INDIAN OR ALASKAN NATIVE (RACE)		
Definition: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.		
Data Standards:		
<u>Missing</u>	<u>Out of Range</u>	<u>Internal Inconsistency</u>
Phased-in Requirement <i>Before FY 2003:</i> (See Internal Inconsistency Standard) <i>Effective FY 2003:</i> Required.	0-1: 0 = No 1 = Yes	<i>Before FY 2000:</i> At least one of Elements 17 through 22 must be answered "Yes" (equal to 1). <i>FY 2000 and after:</i> At least one of Elements 19 through 23 must be answered "Yes" (equal to 1).
Field Size: 1 Format: Number		
Guidance: Enter the one digit code indicating whether the child's race is American Indian or Alaskan Native		

Element #20 ASIAN (RACE)		
Definition: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.		
Data Standards:		
Missing	Out of Range	Internal Inconsistency
Phased-in Requirement <i>Before FY 2003</i> : (See Internal Inconsistency Standard) <i>Effective FY 2003</i> : Required.	0-1: 0 = No 1 = Yes	<i>Before FY 2000</i> : At least one of Elements 17 through 22 must be answered "Yes" (equal to 1). <i>FY 2000 and after</i> : At least one of Elements 19 through 23 must be answered "Yes" (equal to 1).
Field Size: 1 Format: Number		
Guidance: Enter the one digit code indicating whether the child's race is Asian.		

Element #21 BLACK OR AFRICAN AMERICAN (RACE)		
Definition: A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."		
Data Standards:		
Missing	Out of Range	Internal Inconsistency
Phased-in Requirement <i>Before FY 2003</i> : (See Internal Inconsistency Standard) <i>Effective FY 2003</i> : Required.	0-1: 0 = No 1 = Yes	<i>Before FY 2000</i> : At least one of Elements 17 through 22 must be answered "Yes" (equal to 1). <i>FY 2000 and after</i> : At least one of Elements 19 through 23 must be answered "Yes" (equal to 1).
Field Size: 1 Format: Number		
Guidance: Enter the one digit code indicating whether the child's race is Black or African American.		

Element #22 NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		
Definition: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.		
Data Standards:		
<u>Missing</u>	<u>Out of Range</u>	<u>Internal Inconsistency</u>
Phased-in Requirement <i>Before FY 2003:</i> (See Internal Inconsistency Standard) <i>Effective FY 2003:</i> Required.	0-1: 0 = No 1 = Yes	<i>Before FY 2000:</i> At least one of Elements 17 through 22 must be answered "Yes" (equal to 1). <i>FY 2000 and after:</i> At least one of Elements 19 through 23 must be answered "Yes" (equal to 1).
Field Size: 1 Format: Number		
Guidance: Enter the one digit code indicating whether the child's race is Native Hawaiian or other Pacific Islander.		

Element #23 WHITE (RACE)		
Definition: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.		
Data Standards:		
<u>Missing</u>	<u>Out of Range</u>	<u>Internal Inconsistency</u>
Phased-in Requirement <i>Before FY 2003:</i> (See Internal Inconsistency Standard) <i>Effective FY 2003:</i> Required.	0-1: 0 = No 1 = Yes	<i>Before FY 2000:</i> At least one of Elements 17 through 22 must be answered "Yes" (equal to 1). <i>FY 2000 and after:</i> At least one of Elements 19 through 23 must be answered "Yes" (equal to 1).
Field Size: 1 Format: Number		
Guidance: Enter the one digit code indicating whether the child's race is white.		

Element #24 CHILD GENDER		
Definition: Sex of the child.		
Data Standards:		
<u>Missing</u> Always required.	<u>Out of Range</u> 1-2: 1 = Male 2 = Female	<u>Internal Inconsistency</u> None
Field Size: 1 Format: Number		
Guidance: Enter the one digit code indicating the sex of the child.		

Element #25 MONTH/YEAR OF BIRTH		
Definition: The month and year of birth of the child receiving subsidized child care.		
Data Standards:		
<u>Missing</u> Always required.	<u>Out of Range</u> 01 <= MM <= 12 current year - Maximum age of child from State table <= YYYY <= current year	<u>Internal Inconsistency</u> This Element must be earlier than or equal to the date entered in Element #1 (Sample Month/Year of Report Period).
Field Size: 6 Format (YYYYMM): Number		
Guidance: The child's date of birth must be the same as or earlier than the date the family started receiving subsidy child care, since a child cannot be cared for until he/she is born.		

Element #26
TYPE OF CHILD CARE

Definition: Provider types are divided into two broad categories of licensed/regulated and legally operating (no license category available in state or locality). Under each of these categories are four types of providers: in-home, family home, group home, and centers. A relative provider is defined as being at least 18 years of age and who is, by marriage, blood relationships, or court decree, a grandparent, great-grandparent, aunt or uncle, or sibling living outside the child's home.

Data Standards:

<u>Missing</u>	<u>Out of Range</u>	<u>Internal Inconsistency</u>
Required.	01 - 11: 01 = Licensed/regulated in-home child care; 02 = Licensed/regulated family child care; 03 = Licensed/regulated group home child care; 04 = Licensed/regulated center-based care; 05 = Legally operating in-home care provided by a non-relative; 06 = Legally operating in-home care provided by a relative; 07 = Legally operating family child care provided by a non-relative; 08 = Legally operating family child care provided by a relative; 09 = Legally operating group home child care provided by a non-relative; 10 = Legally operating group home child care provided by a relative; 11 = Legally operating center-based care.	None

Field Size: 2

Format (NN): Number

Guidance: The age limit requirements have been dropped for reporting purposes only. (Reminder: A relative under 18 cannot be exempt by the state from meeting health and safety standards.)

For reporting purposes, a legally operating, unregulated provider is one which, if not participating in the CCDF program, would not be subject to any state or local child care regulations. According to section 98.2(x) of the CCDBG regulations, "*Licensing or regulatory requirements* means requirements necessary for a provider to legally provide child care services in a state or locality, including registration requirements established under state, local or tribal law...."

Element #27 TOTAL EXPECTED DOLLAR AMOUNT PER MONTH TO BE RECEIVED BY THE PROVIDER		
Definition: For each child receiving care, indicate the total monthly dollar amount (rounded to the nearest dollar) paid or to be paid to the provider for the care of the child. The total monthly amount should include Federal, State, and locally funded amounts as well as the amount the parent is responsible for contributing as the assigned co-pay. (This should not include any other amount the provider may charge the parent in addition to the co-pay determined by the Lead Agency or its designee.)		
Data Standards:		
<u>Missing</u> Always required.	<u>Out of Range</u> 0 - 1000	<u>Internal Inconsistency</u> None
Field Size: 4 Format (NNNN): Number		
Guidance: For each child receiving care, enter the total monthly dollar amount (round to the nearest dollar and use leading zeros as necessary) paid or expected to be paid to the provider for the care of the child. Round this amount to the nearest dollar.		

Element #28 TOTAL HOURS OF CHILD CARE DURING THE MONTH		
Definition: The number of hours of subsidized child care a child receives during a month, rounded to the nearest whole number.		
Data Standards:		
<u>Missing</u> Always required.	<u>Out of Range</u> 1 - (12 times the number of days in the reporting month)	<u>Internal Inconsistency</u> None
Field Size: 3 Format (NNN): Number		
Guidance: Enter the number for the total number of hours provided in the reporting period (round to the nearest whole number and use leading zeros as necessary). For example, September has 30 days, so the maximum acceptable total hours of child care for that month would be $12 \times 30 = 360$.		

FILE FORMAT

1. Introduction

The formatting guidelines described in the previous section should be followed by all states and territories when creating the data file for electronic submission to the Administration for Children and Families (ACF). This section has been revised to provide additional guidance to states unable to submit data in a variable record length format.²

The ACF-801 data submission contains information required on the ACF-801 Child Care Case Record Form. States have the option to submit either a sample or the complete population of the children receiving federal child care subsidies. States also have the option to submit data for either one month or quarterly (3 months at once).³ However, regardless of which method is chosen, the following guidelines apply:

The file format portion of this document is organized into the following sections:

- *Contents of ACF-801 Data Submission:* Lists the types of records that are included in the data file.
- *Summary of Record and File Delimiters:* Lists all delimiters to be included in the file and explains their use.
- *Order of Records in the ACF-801 Data Submission:* Gives the order of records in the data file.
- *The Monthly Summary Record:* Describes the format of the monthly summary record.
- *Records on families and children receiving subsidized child care:* Describes the format of the records containing information on families and children receiving federal child care subsidies.
- *Missing and Numeric Data Elements in Family and Child Records:* Explains how missing data elements should be handled in the records on families and children receiving subsidized child care
- *Footnotes:* Describes the format of optional explanatory footnotes.
- *Formatting Guidance for States Unable to Submit Data in a Variable Record Length Format:* Provides guidance for fixed length fields.

2. Contents of ACF-801 Data Submission

The data file submission is made up of two, or at the states option, three types of records:

1. The monthly summary record. This is required.

² Initial Issuance Date: March 20, 1998

³ See ACYF-PI-CC-98-01 for a review of the ACF-801.

2. Records on families and children receiving subsidized child care. These are required.
3. Footnotes. These are optional.

The data is submitted in a flat file with variable length records. Each record has a minimum number of characters allowed (94), so each data element has a set field size explained in the **Data Elements** section.

3. Summary of Record and File Delimiters

As the records in the ACF-801 data submission can be of varying lengths, delimiters are used to:

1. Identify related groups of data or individual data elements,
2. Mark the end of records, and
3. Determine the length of the file and verify that all data the state intended to transmit was received.

The following table describes all the delimiters that are used in the ACF-801 data submission:

Delimiter	Use
<i>M</i>	This is the first character in the file. It signals that a monthly summary record follows.
<i>#</i>	Identifies a State contact data element in the monthly summary record.
<i>F</i>	Identifies the ACF-801 family data (elements 1-16) for one family.
<i>C</i>	Identifies the ACF-801 child data (elements 17-25) for one child.
<i>S</i>	Identifies the ACF-801 setting data (elements 26-28) for one setting.
<i>\$</i>	Marks the end of either a monthly summary record or the complete family, child(ren) and setting(s) record for one family.
<i>N</i>	Marks the beginning of a footnote.
<i>%%</i>	Marks the end of a footnote.
<i>&</i>	Marks the end of the data submission file. Only one & is included with each submission, even if the submission includes three months of data.

4. Order of Records in the ACF-801 Data Submission

Records should be ordered as listed below. For example, if the state chooses to submit the data only for July 2001, the order of records in the file would be:

1. July's monthly summary record
2. Records on families and children receiving subsidized child care during July 2001
3. Footnotes commenting on July's data elements
4. The "&" file delimiter indicating the end of the data file

The record order is repeated if the state submits data quarterly. For example, if the state submits data for July, August, and September 2001 at one time, the record order would be:

1. July's monthly summary record
2. Records on families and children receiving subsidized child care during July 2001
3. Footnotes commenting on July's data elements
4. August's monthly summary record
5. Records on families and children receiving subsidized child care during August 2001

6. September's monthly summary record
7. Records on families and children receiving subsidized child care during September 2001
8. Footnotes commenting on September's data elements
9. The "& " file delimiter indicating the end of the data file

Please note that the above example does not include footnotes for August, as footnotes are optional. If the state had elected to submit footnotes with the August data, the footnote records would immediately follow #5 Records on families and children receiving subsidized child care during August 2001 and precede #6 September's monthly summary record.

Also note that only one "& " file delimiter is included in either example.

The following sections describe the formats of the three types of records, including delimiter placement.